

VACANCY NOTICE

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>PRINCIPAL ENGINEERING AIDE</u>	CLASSIFICATION CODE: <u>00968400</u>
	SALARY RANGE: <u>31099-34070 GR. 00315A</u>	REFERENCE POSITION NO.: <u>2089-50100-00014</u>
	Department or Agency Name <u>Executive, Military Staff</u>	APPLICATION PERIOD: <u>1/20/06-1/26/06</u>
	<i>Division/Section/Unit</i> <u>Maint of Fed Bldgs - FACILITIES ARNG</u>	
	Assignment(s) / Comments <u>DAYS FLOATER</u>	
	Shift and Days: <u>Compressed W/W - Tues. to Fri.</u>	Job Location: <u>EAST GREENWICH</u>
	Restrictions/Limitations: <u>Limited to 9/30/06 Federal Funds // Leave to Protect Status (LTPS) 5/26/06</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>COUNCIL 94, L2886</u>	
	There is <u> </u> is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• <i>The title of the position for which you are applying</i>	• <i>Name of department where you are currently employed</i>
	• <i>Title of your present position and date you entered it</i>	• <i>Your business telephone number</i>
	• <i>Date you entered State service</i>	• <i>Present Union Affiliations</i>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	SEE ATTACHED JOB DESCRIPTION	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through the completion of twelve (12) school grades or G.E.D. equivalent, including or supplemented by courses in mathematics, science and mechanical drawing, computers; and. Experience: Such as may have been gained through: employment involving the performance of routine non professional civil engineering tasks in the area of building construction, surveying, drafting, or in related work. Or: any combination of education and experience that shall be substantially equivalent to the above education and experience. SPECIAL REQUIREMENTS: Must possess a valid State of Rhode Island Driver's License for duration of employment, subject to background check through BCI and NAC. Have the ability to obtain a security clearance for access to various military facilities.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Executive Military Staff Attn: Susan C. Jay 705 New London Avenue Cranston, RI 02920	Telephone #: <u>275-4648</u> Fax #: <u>275-4053</u> TTY/TDD #: <u> </u> (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: PRINCIPAL ENGINEERING AIDE

Class Code: 00968400
Pay Grade: 00315A
EO Code: G

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To perform technical and skilled work in connection with engineering projects in the field or office; to perform limited instrument, inspectional or drafting work; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of the Facility Manager or designated representative who gives instructions concerning specific assignments, or work follows well established methods and procedures; work is usually reviewed upon completion for adherence to prescribed standards.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the preparation of preliminary engineering investigations and make reports thereon concerning the feasibility of proposed construction and repair projects.

Assists in the review of drawings, plans and specifications for new construction and modification of existing real property.

Prepares estimates of construction and/or repair costs.

To assist in determining costs of material to be used in carpentry, painting, reinforced concrete, masonry, structural steel, electrical and mechanical installation, plumbing, and HVAC.

To assist in the preparing and/or interpreting the provisions of contracts, plans, specification and designs; and to assess the impact of contractor's proposed deviations from such plans and specification to the benefit of the State of Rhode Island and the Federal Government.

Responsible for inspection of workmanship, materials, methods of construction and approved deviations from plans and specifications for the purpose of assuring compliance with recognized standards of the various trades and compliance with specific plans and specification for the projects.

Inspects work in progress, conducts final inspections and signs completion reports.

Performs electrical, piping, plumbing, and carpentry work and repairs of a minor nature including all phases of buildings maintenance.

Prepares inspection reports, costs of materials and other documentation using electronic media

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, AND CAPACITIES: Must be proficient with Microsoft Word and Excel, e-mail, digital cameras and other electronic media on a daily basis. A working knowledge of general construction specifications and blueprints; a familiarity with the procedures and practices applied in inspecting and testing materials used in the field and other structures; the ability to make moderately complex engineering computations accurately; the ability to submit recurring and specific reports and forms; the ability to utilize an on-line data terminal to post and retrieve engineering documentation; the ability to engage in continuous active field work requiring physical stamina; and related capacities and abilities. A working knowledge of several building construction trades

Job Specifications Continued: Principal Engineering Aide

such as plumbing, painting, carpentry and electricity. A working knowledge of pneumatic and electronic control systems for heating, ventilating and air conditioning (HVAC). Special skills in plumbing and mechanical systems of facilities. Must have good tool handling skills. Must have the ability to perform tasks requiring mechanical aptitude. A working knowledge of commercial and industrial boilers and hot water tanks. Must have the ability to perform tasks as assigned through oral and written instructions.

SPECIAL REQUIREMENTS:

Must possess a valid State of Rhode Island driver's license and maintain that license for duration of employment.

At time of appointment, must be physically qualified to perform job assignments as evidenced by the State physicians' certification (CS Form 60)

Subject to background check through BCI and NAC. Have the ability to obtain a security clearance for access to various military facilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of a twelve school grades, including or supplemented by courses in mathematics, science and mechanical drawing, computers; and

Experience: Such as may have been gained through: employment involving the performance of routine non professional civil engineering tasks in the area building construction, surveying, drafting, or in related work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Written: May 2004

Reviewed: January 2006